

## **SWC# 616 Staple Groceries**

### **Contract Information and Usage Instructions**

**Contract Period:** April 1, 2015 through May 31, 2017 with 2 options for renewal through May 31, 2019.

**Summary/Background Information:** This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

#### **State Contact Information**

##### **Contract Administrator:**

Clyde Hicks  
Category Specialist  
Central Procurement Office  
(615) 741-2026  
[Clyde.Hicks@tn.gov](mailto:Clyde.Hicks@tn.gov)

##### **Secondary Contact Administrator:**

Tracy Barber  
Category Specialist  
Central Procurement Office  
(615) 741-4592  
[Tracy.Barber@tn.gov](mailto:Tracy.Barber@tn.gov)

##### **Additional State Contacts**

N/A

##### **Vendor Contact Information:**

Company name: US Foods  
Edison Contract Number: 44057  
Vendor Number: 21872

##### **Mailing address of contacts:**

US Foodservice Inc  
269 Kings Court  
Alcoa, TN 37701

##### **Contacts for Accounts Shipped from Knoxville:**

Name of contact person (Primary): Jim Gibbs  
Position of contact: Account Executive  
Phone number(s) of contact: 865-455-0422  
Email address of contact: [Jim.Gibbs@usfoods.com](mailto:Jim.Gibbs@usfoods.com)  
Fax: 480-629-6898

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*Revised on: 7/30/15*



Name of contact person (Secondary): Sandy Finchum  
Position of contact: Customer Service Rep-Sr.  
Phone number(s) of contact: 865-380-3134  
Email address of contact: [sandy.finchum@usfoods.com](mailto:sandy.finchum@usfoods.com)  
Fax: 480-629-6898

**Contacts for Accounts Shipped from Memphis:**

Name of contact person (Primary): Jimmy Green  
Position of contact: Bid Manager  
Phone number(s) of contact: 901-363-4541  
Email address of contact: [Jimmy.Green@usfoods.com](mailto:Jimmy.Green@usfoods.com)

Name of contact person (Secondary): Sidney Thompson  
Position of contact: Inside Sales Support  
Phone number(s) of contact: 901-363-4541 X3290  
Email address of contact: [Sidney.Thompson@usfoods.com](mailto:Sidney.Thompson@usfoods.com)  
Fax: 901-629-6898

**Emergency Call Procedures:**

N/A

**Usage Instructions:**

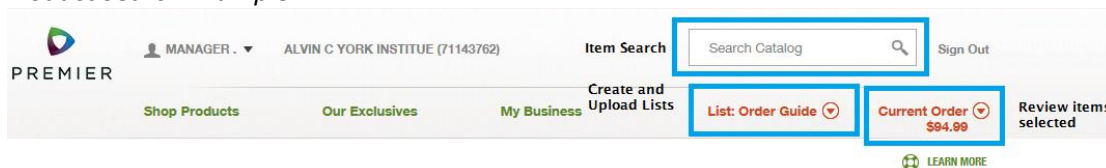
- First time orders:
  - Contact the Vendor to set up an account.
  - Provide estimated usage *prior* to your first order, including how often you will order, what types of products, and estimated volumes.
  - Account set-up for the first order could take up to two-weeks.
- Locations West of I-65 will be shipped from Memphis; Locations East of I-65 will be shipped from Knoxville.
- Orders for the Knoxville shipping location should be sent to: [sandy.finchum@usfoods.com](mailto:sandy.finchum@usfoods.com) and copied to [Jim.Gibbs@usfoods.com](mailto:Jim.Gibbs@usfoods.com); OR faxed to 480-629-6898, Attention of Sandy Finchum and copied Jim Gibbs.
- Orders for the Memphis shipping location should be sent to: [Sidney.Thompson@usfoods.com](mailto:Sidney.Thompson@usfoods.com) and copied to [Jimmy.Green@usfoods.com](mailto:Jimmy.Green@usfoods.com); OR faxed to 901-629-6898, Attention of Sidney Thompson and copied to Jimmy Green.
- Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through the US Foods website.
- Minimum order (exemption) is \$350.00.

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*Revised on: 7/30/15*

- This is a cost-plus, catalog contract. The contract does not contain a fixed core item price list. The prices displayed on the Edison contract and in the catalog already include the cost-plus fee; no additional mark-up should be added.
- The current items and prices are accessible through the catalog on the US Foods website. The Edison contract items and prices are only as current as the last manual update. Items and prices should be verified through the catalog on the US Foods website.
- The catalog is available through the following link and requires a username and password that will be assigned during the account set-up process: [www.usfoods.com/order](http://www.usfoods.com/order)
- ***This contract is not set-up as a punch-out at this time. If you submit an order on the US Foods site, the order will go directly to US Foods without an Edison Requisition or PO!***
- Below are screenshots with notes to help orient you to key functions of the US Foods website.

*Product Search Example:*



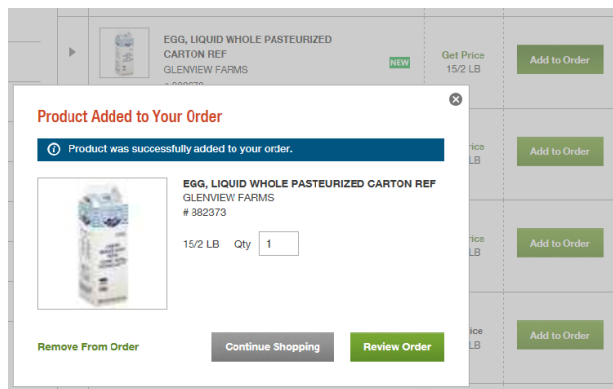
*Item search results for Chicken Example:*

▶		CHICKEN, BREAST 4 OZ BREADED RAW FROZEN PRIME TYSON # 3054947	✓ CMA	Get Price 42/4 OZ	Add to Order
▶		CHICKEN, NUGGET .64 OZ BREADED SEASONED BREAST MEAT CHILD- TYSON # 1484740	✓ CMA	\$13.24 / CS 2/5 LB	Add to Order

Click Get Price if no price displayed

Add to Order and select your quantity

*After selecting Add to Order, options to Remove item from Order, Review Order, or Continue Shopping:*



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**Submit will send order directly to US Foods and will NOT create a Req and PO from Edison!**  
Click Print or Download to export selected items into a CSV file to assist with entering product information into a Requisition in Edison.

A CSV looks like this, just like an Excel file:

	A	B	C	D	E	F	G	H
1	PRODUCT NUMBER	DESCRIPTION	BRAND	PACK SIZE	PRICE	PRODUCT	CASE QUANTITY	EACH QUANTITY
2	6054688	MILK, EVAPORATED VITAMIN	JERZEE	6/#10 CN	\$48.83	CS	1	0
3								

#### Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please refer to the Reference Material on the Central Procurement Office website:

<http://tn.gov/generalservices/article/agency-reference-material>

#### Billing and Payment Instructions:

FOB Destination in 7-10 Days.

Payment is Net 45 Days.

#### Asset and Inventory Management:

Not Applicable.

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